

# Magellan Scholar Grant administration FAQ

Office of Undergraduate Research = OUR

How does the Magellan Scholar grant work?

How do I find my account number?

How does my mentor find the account balance?

Why is my account not set-up?

Is this like a bank account where I can withdraw money when I need it?

How do I know how to spend the money?

What if we need to change the budget?

Salary is included in my budget. How do I get paid?

I requested money for travel. How do I get it?

How do I buy materials and supplies?

What do I do at the end of the grant period?

My grant period is ending but we haven't spent all the money. What do we do?

My department has questions, who do we contact?

## How does the Magellan Scholar grant work?

- The Office of Research will automatically transfer your award to your mentor's college, school, or campus.
- Your mentor's department business manager may need to contact the college, school, or campus business manager for account information.
- The transfer will occur 2-3 weeks after the announce date with a start date of Jan 1 (for Spring projects) and May 1 (for summer/fall projects).
- You can NOT pay for any materials, travel, or work that took place BEFORE the grant start dates.
- All the money awarded will be in a general account and the unit is responsible for the management and disbursement of funds.
- Your first point of contact will be the business manager for your mentor's college, school, or campus (if outside of Columbia). The business manager may designate a contact for processing of your expenditures (such as hiring, travel approval, reimbursement for supplies, and purchasing, etc.).
- Your mentor will need to contact the business manager to start hire paperwork, handle any purchases or initiate travel approval paperwork. See below for specifics related to salary, supplies, and travel.
- NOTES:
  - If this is for a group project, funds will be in one account for the whole group.
  - NO account information is sent to the student or faculty member.
  - NO account information is available through USCeRA.

## How do I find my account number?

Contact the business manager of your mentor's college, school, or campus (if outside of Columbia) or designated representative.

**REMEMBER: Your mentor must authorize all expenditures!**

## How does my mentor find the account balance?

Contact the business manager of your mentor's college, school, or campus (if outside of Columbia) or designated representative.

**REMEMBER: Your mentor must authorize all expenditures!**

## Why is my account not set-up?

- Have you contacted the right person? Contact the business manager of your mentor's college, school, or campus (if outside of Columbia). Your departmental business manager may not have the account information.
- The award transfer will be initiated about 2-3 weeks after the announce date and sometimes delays happen, especially with the January start date. Start dates are either Jan 1 or May1. Please give an extra week but contact OUR at [our@sc.edu](mailto:our@sc.edu) or 803-777-1141, if you have concerns.

## Is this like a bank account where I can withdraw money when I need it?

NO! Pre-approval paperwork is required for most everything (I don't mean just a day or two - this can take multiple weeks - plan ahead!!). Reimbursements for travel or purchases require original receipts.

## How do I know how to spend the money?

Look back at the budget you submitted with your proposal. It's a good idea to take this with you whenever you talk with the business manager about your award. This budget is the basis for how your money should be spent. However, we know things change, please see next question.

NOTE: If you received less money than requested in your budget, you and your mentor need to develop a revised budget. This is for you, your mentor, and the business manager; it does not need to be sent to the Office of Undergraduate Research.

## What if we need to change the budget?

It is not unusual for your budget needs to change: something might cost more or less, supplies needs change, conference plans altered, etc. and that's ok! Once your account is set-up, all changes are between you and your mentor. You do not need to contact the OUR for permission or with a revised budget. Your business manager may require the change in writing with your mentor's signature but that will vary by departments.

## Salary is included in my budget. How do I get paid?

To receive a salary, you must be hired. To do this, your faculty mentor needs to ask the business manager to hire you as an HOURLY student worker, with one of the codes listed below:

- (51419) Undergrad Student Research Assist
- (51427) Undergrad Student Research Asst Work Study
- (51428) Non Enrolled Undergrad Research Asst
- (51429) Non Enrolled Undergrad Research Work Study

You will need to provide the appropriate documents to complete an I9 (see last page here: [www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf)), unless you have been hired by the department before. You are hired the same way as any other undergraduate on campus (through the student hire system), except that the account number is your Magellan account. You will then have to complete an electronic timecard (called ITAMS) each week to log in your hours – the person who hired you can help with this too, just ask :).

**NOTE for mentors and departments:** The hiring codes listed above are to be used for ALL undergraduates engaged in research for pay (hourly or stipend), not just Magellan Scholars. This is part of how we are tracking the number of students in research and we need your help to make sure your students are counted. Contact OUR at 803-777-1141 with questions OR Payroll (for Columbia: 777-4227) to change hiring codes on current student employees.

**I requested money for travel. How do I get it?** (This includes all types of travel: for research or for conferences, to conduct research or to present your research, etc.)

- **You must have a Travel authorization form (called a TA) completed and submitted BEFORE each and every trip you take** - this must be done at least a few days before you go, MORE IS MUCH BETTER

- **NOTE:** this is not the same as the paperwork filed with the Study Abroad office. Talk with your business manager!
- **Who helps me?** Most likely your department administrator but your mentor may have experience with this too. Take your account number with you.
- **BEFORE** you go to the department administrator, get estimates of cost for: plane or mileage, lodging, local transportation (taxis/shuttles), registration (if applicable), etc. Also bring purpose of and dates of travel.
- Generally pre-paid items (flight) can be reimbursed right away - but this is up to your department, ask whomever is assisting you with the TA.
- You must save ALL receipts while you are traveling.
- When you return, a Travel Reimbursement voucher (TRV) must be completed and you must provide all your receipts, give your mileage, etc. Talk about this with the person in the department who is helping you BEFORE you leave.

## How do I buy materials and supplies?

You MUST have faculty permission before you buy something. There are 3 ways that items can be purchased:

- 1) on a University purchasing card (credit card)
- 2) directly from the account through the university purchase requisition process
- 3) purchasing item(s) yourself (or mentor) and reimbursement through PeopleSoft.

SAVE receipts!!!

These options should be discussed with your mentor or the business manager.

All materials/supplies that are not expended during the project (incl. cameras, recorders, etc.) are USC property and must be given back to your mentor or the OUR.

## What do I do at the end of the grant period?

Two things are required:

- 1) Presentation at Discovery Day. You must register for DDay by submitting an abstract of your project by the March deadline. For more info: [www.sc.edu/our/discovery.shtml](http://www.sc.edu/our/discovery.shtml)
- 2) Research report and pictures: Guidelines here: [www.sc.edu/our/doc/ResearchReportGuidelines.pdf](http://www.sc.edu/our/doc/ResearchReportGuidelines.pdf)

## My grant period is ending but we haven't spent all the money. What do we do?

It depends...

- 1) *Are you done with the project?* If so, then the money that hasn't been spent goes back to the OUR to fund another student's project and you must complete a report and a presentation at Discovery Day (see above).
- 2) *Are you graduating?* Generally, grants end upon your graduation. In special circumstances, funding may continue for one semester after graduation but your mentor must contact the OUR. (One semester is spring for Dec grads and summer for May grads) Don't forget your report and presentation at Discovery Day (see above).
- 3) *Project not finished and you are not graduating?* An extension can be requested. An email must be sent to [our@sc.edu](mailto:our@sc.edu) **from your mentor** requesting an extension of Magellan Scholar grant for (*student's name*) with the reason for needing an extension (more work needs to be done on project, student could not work as much as expected, etc.) and the new end date requested. This must be a concrete date.

## My department has questions, who do we contact?

Depending on your question, try one of the numbers below. Not listed below? Contact us in the Office of Undergraduate Research at 803-777-1141 or email [our@sc.edu](mailto:our@sc.edu).

ALL campuses: Human or animal subjects (IRB questions) - [Research Compliance](#): 803-777-7095

For Columbia, Palmetto College, Lancaster, Salkehatchie, Sumter, and Union:

- Salary (Payroll): 803-777-4227

- Purchasing: 803-777-4115
- Travel: 803-777-2602 (this is the main Controller's Office number, ask for Travel)

For Aiken:

- Student hiring: [Office of Career Services](#): 803-641-3440
- [Purchasing](#): 803-641-3455
- [Travel](#): 803-641-3419

For Upstate:

- Student hiring: [Human Resources](#): 864-503-5323
- Purchasing: [Office of Business Services](#) 864-503-5232
- Travel: [Office of Business Services](#) 864-503-5232

For Beaufort:

- Student hiring: [Human Resources](#): 843-208-8151  
[www.uscb.edu/human\\_resources/new\\_hire\\_onboarding/docs/Steps\\_to\\_Hire\\_a\\_Student\\_at\\_USC\\_Beaufort.pdf](http://www.uscb.edu/human_resources/new_hire_onboarding/docs/Steps_to_Hire_a_Student_at_USC_Beaufort.pdf)
- [Purchasing](#): 843-208-8137
- [Travel](#): 843-208-8137